

# **ODEI “Lowdown” – The True Facts or Relevant Information**



## **SUBJECT: Confidentiality**

## **APPLICABILITY: Applicants for, or employees in, Title 5 and Title 32 Technician status**

Information obtained from individuals who contact an EEO Counselor is confidential and will not be revealed to the employer until the individual requests an informal resolution or files a charge of discrimination. When an individual contacts an EEO Counselor, they will be asked to provide information which may include the following:

The individual's name, address, and telephone number

Name, address and telephone number of the employer

Date(s) of harm

Employer's explanation for its actions (if available)

Why the individual believes that the action taken against them was discriminatory

Names of individuals who were treated more favorably (if applicable)

This information will be used for record-keeping purposes and to determine whether the situation is covered under federal law.

Once a charge is filed, the individual's name and basic information about the allegations of discrimination will be disclosed to the employer. By law, the EEO Counselor is required to notify the employer of the charge within 10 days of the filing date. During the course of the investigation, the EEO Counselor may share certain

information with the charging party and the respondent. By law, the EEO Counselor must keep charge information confidential and will not disclose information related to a charge to the public.

### **Remaining Anonymous**

When you file a charge, you must give the EEO Counselor your name. Your name must appear on the charge, and it must be signed by you. EEO Counselors are required by law to give your charge to the employer so that the employer can answer the claims made in your charge. If you wish to remain anonymous, the EEO Counselor will accept a charge that is filed on behalf of someone else who has been the victim of discrimination. In practice, however, it may be difficult to hide the identity of the person who believes they have been the victim of discrimination during the investigation, even though a name is never released, because of the circumstances of the charge.

### **Retaliation By an Employer**

Your employer may not fire, demote, harass, or otherwise "retaliate" against you for filing a charge. All of the EEO laws enforced make it illegal for an employer to retaliate against someone who files a charge or someone who takes part in an EEO investigation or lawsuit.

If you feel you have been retaliated against, you should promptly contact the investigator looking into your charge. The investigator will talk with you about the situation and add a claim of retaliation to your charge if appropriate. If a claim of retaliation is added to your charge, the EEO Counselor will tell the employer and then the EEO Investigator will investigate the retaliation claim along with the rest of your charge. Keep in mind that the strict deadlines for filing a charge also apply when you want to add to a charge. The fact that you filed an earlier charge may not extend the deadline. For this reason, you should contact an EEO Counselor as soon as possible.

## **SCNG ODEI Contact Information**

If you are a Federal Employee or job applicant and believe, you have been subjected to unlawful discrimination, harassment or retaliation on the basis of **race, color, religion, national origin, genetic information, sex, (including pregnancy, gender identity, sexual orientation), age (40 and over), or disability**, you may contact the Office of Diversity, Equity, and Inclusion.

Mr. Ricky Sanders

ODEI Director

(803) 299-4156

ricky.sanders.mil@army.mil

1LT Briana Yancey

State Equal Employment Specialist

(803) 299-5390

briana.m.yancey.mil@army.mil

1SG Cathy M. Donald

State Equal Opportunity Advisor

(803) 299-5471

cathy.m.donald.mil@army.mil

## **Union Contact Information**

Bargaining Unit Employees may also contact the Union with concerns about workplace discrimination, harassment, or retaliation:

Mr. Ben Banchs

Business Manager

bbanchs@local1776.org

Mrs. Tereshia Gray

Interim State Representative

tgray@local1776.org

You can also visit our website at <http://www.local1776.org>